

## **ASSISTANT RECREATION FACILITY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the efficient and economical operation and maintenance of recreational facilities and adjacent grounds, buildings and equipment. Employees in this class supervise both full-time and seasonal personnel assigned to the facility. In the absence of the Park Manager or higher level administrator, the Assistant Recreation Facility Manager is fully responsible for the operation and management of the facility. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Manages payroll preparation, food and equipment inventory and special events;  
Supervises maintenance and repair activities in the absence of the Manager;  
Assumes the duties/responsibilities of the Park Manager in his/her absence;  
Assists in or is given the responsibility for managing and supervising recreational programs in the winter and outdoor recreation programs in the summer;  
Operates a variety of hand tools such as saws and drills;  
Assists in the management, supervision and operation of revenue producing facilities such as snack bars, admission booths, the ice rink, etc.;

Keeps records and makes reports of building and grounds maintenance repairs, personnel and programs;  
Trains seasonal employees in building and grounds maintenance;  
Performs general grounds, buildings and equipment maintenance when necessary;  
Assists the Park Manager investigating and identifying new funding opportunities;  
Assists in maintaining files regarding grant activities;  
Assists in the completion of forms related to grants and funding;  
Supervises and performs routine ice maintenance activities;  
Accounts for cash and ticket receipts.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the practices, tools and materials used in the maintenance and repair of buildings, grounds and equipment;  
Working knowledge of refrigeration equipment and ice skating activities;  
Ability to communicate effectively with groups and individuals;  
Ability to effectively manage, supervise and coordinate the efforts of subordinate personnel;

Ability to use various methods in researching grant and funding opportunities;  
Ability to complete a variety of forms and applications;  
Ability to get along with others;  
Ability to interpret and carry out general and detailed instructions;  
Ability to organize and plan well;  
Mechanical aptitude;  
Manual dexterity;

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Park and/or Recreation Management or a closely related field; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates Degree in Park and/or Recreation Management or a closely related field and two years of park and recreation experience; OR
- C) Graduation from high school or possession of an equivalency diploma and four years of park and recreation experience; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

**SPECIAL REQUIREMENTS:**

- 1) Possession of the appropriate level Motor Vehicle operator's License at time of appointment.
- 2) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator
  - EPI Pen Training